

~~SECRET~~**Office of Logistics****Staff Meeting****n o t e s**

30785

Listed below are the topics that were discussed at the D/L staff meeting on 1 October. While they do not represent the totality of our discussions, they do represent the highlights. Your division or staff chief can provide you with additional details on those topics in which you are interested.

7 October 1986

SPECIAL NOTICE

The D/L Staff Meeting which had been rescheduled from 8 October to 10 October has now been cancelled.

1. The Office of Logistics (OL) wishes to welcome its newest employees:

Facilities Management Division
Procurement Division
Printing and Photography Division

2. The Director of Logistics takes great pride in forwarding the attached memorandum from the DCI, expressing his appreciation to employees of the Supply Division, for logistical support. Our gratitude is added to that of the DCI's to all those in OL who contributed to this fine effort.

3. Congratulations go to [redacted] Contracting Officer with the Office of Development and Engineering, DS&T, who successfully completed the Certified Professional Contract Manager examination, fully qualifying her as a certified professional in the field of contract management.

4. On 1 October, the Director of Logistics presented the following OL personnel with the Exceptional Accomplishment Award:

[redacted] extraordinary dedication to duty and sustained effort while serving as Chief, Real Estate Branch, RECD, resulted in an exceptional contribution. Over the past year, the Real Estate Branch has been challenged with requirements that exceed the usual by an order of magnitude in terms of both quantity and complexity. An example of [redacted] performance was in the acquisition [redacted] His

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OL Staff Notes - 1 October 1986

branch had the responsibility for acquiring this site, under considerable pressure. Through his leadership, a lease which was mutually favorable to all participants was consummated on schedule.

25X1 [] is a Real Property Officer within
OL/RECD. Her extraordinary efforts culminated in the largest
25X1 direct-lease acquisition of space ever undertaken by the Agency--the
25X1 [] Her ingenuity and foresight during
negotiation provided long-term options and potential for a major
Agency consolidation. [] gathering, assembly, and
presentation of facts during the initial space option briefing period
proved invaluable and essential to the decisionmaking process.

25X1 [] was previously honored with the DS&T's unique
25X1 Excellence Worldwide Award for outstanding performance.

25X1 5. [] received a Special Achievement Award from
the Office of SIGINT Operations, DS&T, while he was assigned as the
Chief, Logistics Management Division, Executive Management Group.
His managerial skills were fully taxed due to the turnover of more
than half his personnel. In addition to ensuring there was no loss
of continuity in the logistical support provided to OSO, several
major building space initiatives were taking place. These he ably
and effectively handled to ensure orderly moves within OSO.

25X1 His untiring efforts in support of [] project is also
25X1 noteworthy. [] understanding of the project and the need
for OL involvement enabled him to educate the project managers of the
importance of seeking the services of his Office and the expertise
available. As a result of this effort, the Logistics Management
Division is involved as a working partner in the project.

25X1 CONGRATULATIONS TO ALL!! []

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25X1 6. The Director of Logistics dedicated a plaque in memory of
[redacted] in recognition of his 31 years of outstanding
25X1 service to the Agency, and OL in particular. The ceremony was
attended by family members and those who had worked closely with
25X1 [redacted] in the Motor Pool. The plaque will remain on display in the
reception area of the Motor Pool. (See Attachment B for photographs
of the ceremony.) [redacted]

25X1 7. Contracts were awarded to Corporate Software, Inc., and
Technology Services, Inc., to supply the software products and
services in support of the "Agency Software Store" scheduled to open
on 4 November. [redacted]

8. The George Washington Memorial Parkway gate guardhouse at
the Headquarters compound was removed on 27 September. The new
Security Control Center will be built at the same location and is
scheduled for completion in March 1987.

25X1 9. The D/L extends his appreciation to the many OL employees
who remained at work until 2000 hours on 30 September, pending
last-minute, FY-1986 budget decisions. Those employees were from the
following OL components: Interdepartmental Support Branch, Supply
Management Branch, and the Data Control Branch of Supply Division;
all branches of Procurement Division; Data Administration Service,
Information and Management Support Staff; Contract Information
Branch, Procurement Management Staff; and the Budget and Fiscal
Branch. The dedication displayed by these employees is yet another
example of OL excellence. [redacted]

Attachments:

- 25X1 A. Memorandum from DCI
B. Item of Interest from IMSS
C. Dedication Ceremony [redacted]

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ITEM OF INTEREST
INFORMATION AND MANAGEMENT SUPPORT STAFF

WHO MAKES THE RULES?

Who makes the rules around here anyway? Within the Agency, the development of regulatory issuances is designed to be a cooperative effort by regulations initiators and coordinators who iron out differences and work toward eventual adoption of new or revised issuances.

Who are the initiators? They can be anyone. Sometimes the tablets come down from Mount Sinai or the Oval Office and we respond accordingly. Or sometimes the Occupational Safety and Health Administration (OSHA) or the General Services Administration (GSA), or the like, will promulgate a rule that applies to Federal Agencies. To the extent that security and operational considerations allow, the Agency will usually adopt a regulation based on that rule. But often the initiator is an individual at the working level who sees the need for regulatory issuances. It could even be a person at the loading dock who notices that things keep getting delivered to the wrong place. With a little help from the component coordinator, an announcement can be drafted or updated to specify what addresses should be given out for deliveries and that information could be disseminated.

STAT What kind of regulations do we have? We've got HRs []
STAT HNs, FNs, HHBs, [] LIs, LNs, EBs and division or staff
issuances. Sound confusing? It doesn't have to be. Here's help:

- STAT a. HR [] - Headquarters [] Agency
directives of a continuing nature to prescribe policy,
establish organization, delegate authority and assign
responsibilities.
- STAT b. HN [] - Headquarters [] Agency notices
to disseminate transitory information, not to be used to
convey permanent directives.
- STAT c. HHB [] - Headquarters [] Agency
handbooks to supplement regulations by providing detailed
procedures to carry out policies.
- d. LI - Logistics Instructions; directives of a continuing
nature, issued by OL.
- e. LN - Logistics Notices; directives of a temporary nature,
issued by OL.
- f. EB - Employee Bulletins (Agency-wide).
- g. Staff or Division Instructions and Notices

~~ADMINISTRATIVE - INTERNAL USE ONLY~~

WHO MAKES THE RULES?

Who are the coordinators? They're the people who interface with their respective components and the Regulatory Policy Division (OIS/RPD) and the component registries to get the issuances published. They also propose policies, announcements and revisions or assist components in preparing the wording of such. Coordinators also ensure that all appropriate components have a chance to review the wording before publishing, and that any necessary approvals are obtained.

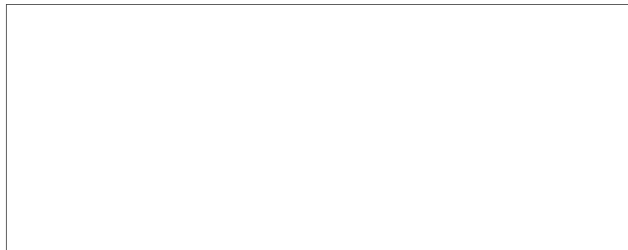
For the Office of Logistics, coordination of regulatory issuances is handled by the Information and Management Support Staff (IMSS). If you think a regulation is needed or that one should be revised, let us know by calling [REDACTED]

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THE OFFICE OF LOGISTICS

Dedication Ceremony

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